



Department: Mesa Counts on College

Supervisor: Mesa Counts on College Director

Summary: The AmeriCorps Volunteer will be assigned to the Mesa Counts on College Education Center

Primary job duties include:

- Facilitating One-on-One meetings with students/parents to review post-secondary goals
- Reviewing timelines with students and set post-secondary goals
- Assisting students/parents with financial aid and FAFSA applications and information gathering
- Conduct scholarship searches with students and provide resources that will allow them to research applicable scholarships independently
- Guide students through the college application process. *This position requires the advisor to make themselves aware of deadlines and requirements set by each institution.*
- Coordinating workshops for students/parents and others on college access and completion
- Reviewing students' personal statements and giving feedback on writing style, content and overall structure
- Attending community events, visiting local schools informing students about the center and all activities offered
- Assisting students with scheduling ACT/SAT prep courses and provide helpful study resources

This description of duties encompasses the integral components of this position, but is not limited to the above-mentioned duties. There may be additions or deletions for this volunteer position at the discretion of the City of Mesa.

Required Availability:

- Must be available between the hours of operation for the center, which are TBD. Shifts could vary based on student and parent need. (will include Saturdays)

Length of Commitment:

- Commit to this assignment for a period of 1 year. Must complete 950 hours of service by end of August 2015

Qualifications:

- Graduation from an accredited college or university with a Bachelor's Degree in a program that imparts a broad liberal education or other combinations of experience and education that meet the minimum requirements may be substituted.
- Experience with financial aid, FAFSA, and college admissions processes.
- Must be 18 years or older.
- Must consent to and pass a background check (fingerprinting)
- Must provide 2 references (1 must not be related to you)

Other Skills/Abilities:

- Bilingual (English/Spanish) skills and experience with computer applications highly desirable.
- Superior verbal and written communication, computer skills, excellent people skills, creative, self-motivated

- Excellent organizational and planning skills
- Ensures delivery of excellent customer service
- Dependable and reliable

Service Location:

Mesa Community Action Network (A New Leaf)  
635 E Broadway  
Mesa, Arizona 85204

City of Mesa and Mesa United Way are equal Employment opportunity employers and seek to employ and assign the best qualified personnel for all their positions in a manner that does not unlawfully discriminate against status or characteristic protected by law.